

IOF Application- Frequently Asked Questions

I do not have an internship yet and am unsure where I will be this summer, how can I make a budget to submit with my application?

At the very least, you should have applications for internships that are still pending. Use the one that will cost you the most money this summer when putting together your application. For example, an internship in New York City is more expensive than Pittsburgh because you have to travel to the city, find a place to stay, and cost of living is more.

Some things I did for the IOF are hard to quantify into hours. What should I put down?

Through the year there was a lot of talk about "IOF hours" but awards are not based on quantitative data alone, the committee takes into account the quality of your efforts. Therefore, if you feel the "hour" number does not give justice to how much your efforts contributed to fundraising, elaborate in the "role in event" as to what you did, how it impacted the event and what the results were.

I will be volunteering for some events that are happening after the application deadline. How should I report those hours?

You can report those hours just the same as hours you have already completed. Your award will be held until the hours are verified. If you did not complete the hours you anticipated, your award may be re-adjusted accordingly.

What if I change my internship after submitting the application?

As soon as you know your internship plans have changed, submit a new budget to Annie Julian. Existing awards will be re-adjusted if necessary. If you get it in before awards have been determined, your new budget will replace your old one.

Because the IOF committee awards all available funds, awards are rarely able to be increased after decisions have been made. Therefore it is important to submit a detailed and thorough budget that projects all expenses you anticipate.

I received my award and I am not happy with it. May I appeal?

There is no formal appeals process. The IOF awards all available funds at once. An appeal to adjust one award up means the IOF would have to adjust another award down. You are welcome to email Annie Julian with an informal appeal about the decision you have received. However, for those informal appeals to even be entertained you must provide evidence that you were unfairly given a low award. Financial need is not grounds for appeal since it is considered highly in the initial decision.

I can't remember all my hours, what should I do?

IOF participants are required to keep track of their own hours personally. The committee will only evaluate the hours you have submitted, and cannot "fill in the holes" for you. Therefore, you should look back through old emails and jog your memory about all that you have done. If you aren't sure of an exact number, estimate.

Contact event leaders with specific questions about the hours you volunteered. Hours determined to be "invalid" will simply be crossed off your application, so it is better to guess and be wrong than to not report hours you legitimately volunteered.

How do I actually receive my award?

When you receive a decision on your award, you will be also given a couple forms to complete. After submitting these forms, your award is held until your internship is confirmed and approved by Career Services. Submit your internship for approval through their website at heinz.cmu.edu/careers, click on Students, and the "Internship Reporting Form" is on the left-side navigation.

I will not need my IOF award after all. Should I just not submit those documents?

It would be more helpful for you to decline your award formally by sending an email to Annie Julian at ajulian@cmu.edu. It will save you from receiving unnecessary reminder emails to claim your award.